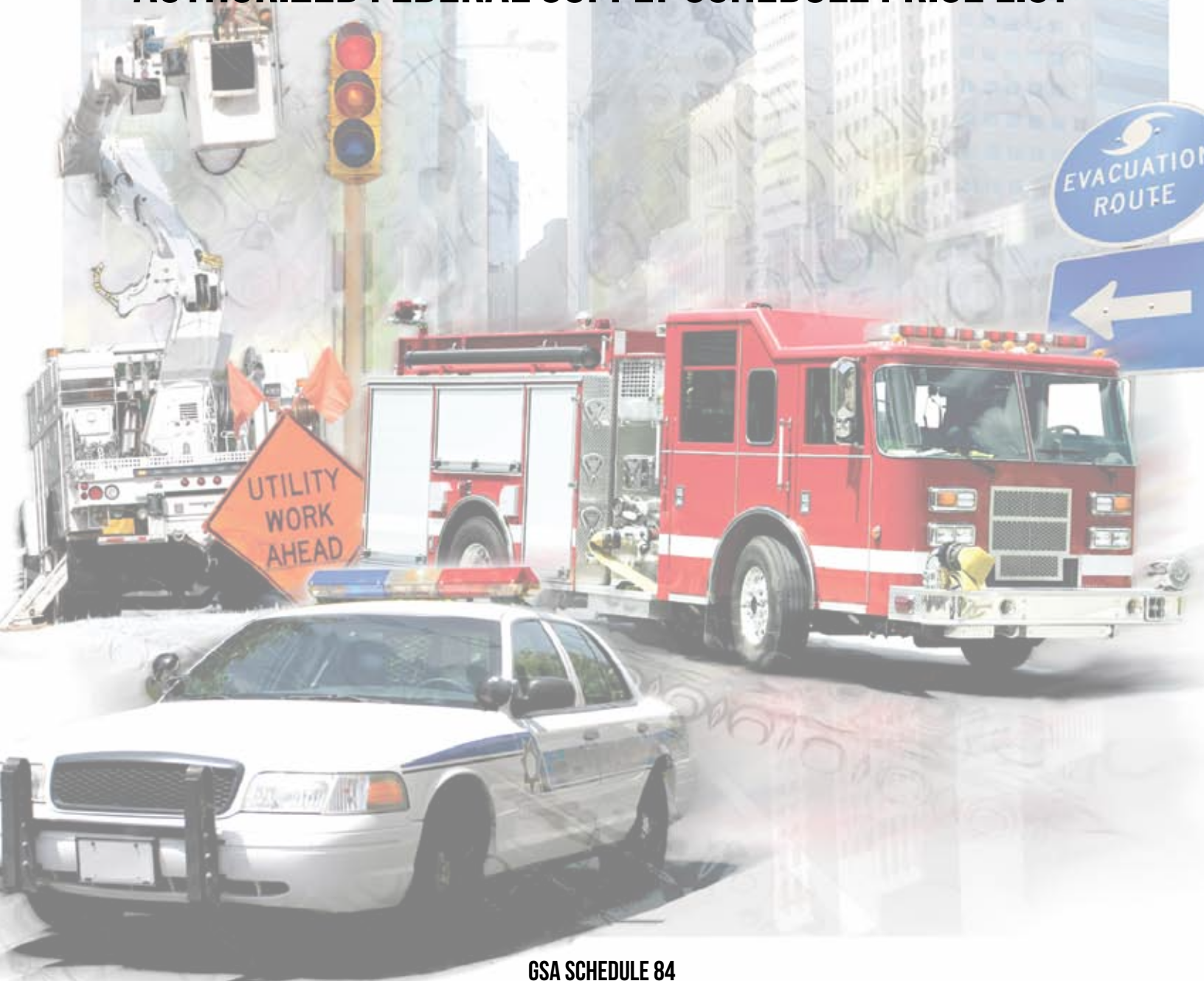




GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



GSA SCHEDULE 84

TEEX CONTRACT #GS-07F-0357V

TEXAS ENGINEERING EXTENSION SERVICE

WEB SITE: WWW.TEEX.ORG E-MAIL: GSA@TEEXMAIL.TAMU.EDU

C11.5398.08



GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is: www.GSAAdvantage.gov.

Schedule Title: **Federal Supply Schedule 084 – Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response**

FSC Group: **84 – Law Enforcement and Security Equipment**

Contract number: **GS-07F-0357V**

Contract period: **June 20, 2009 through June 19, 2014**

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

Contractor: **Texas Engineering Extension Service**
301 Tarrow Street
College Station, TX 77840
Phone: 979-458-6849
Fax: 979-458-6838
www.teex.org/gsa

Contract administration source: **Terri Sager • Terri.Sager@teexmail.tamu.edu or GSA@teexmail.tamu.edu**

Business size: **Large Business**

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Numbers (SINs)
 - 426-2A Canine Training and Handling Equipment, Canine Search and Protection
 - 426-4F Emergency Preparedness and First Responder Equipment, Training and Services
 - 426-6 Law Enforcement and Security Training
- 1b. Please see attached Course Price List
- 1c. Please see attached Labor Category List
2. Maximum order: \$200,000 per SIN and \$600,000 per order
'If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.'
3. Minimum order: \$100
4. Geographic Coverage: Domestic - delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production: N/A – Services
6. Discount from list prices: The discounts have been deducted and the IFF has been added, the prices shown are net.
7. Quantity discounts: Not offered
8. Prompt payment terms: Net 30 days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: None
- 11a. Time of delivery: 30 Days ARO
- 11b. Expedited Delivery: Not offered
- 11c. Overnight and 2 day delivery: N/A - Services
- 11d. Urgent Requirements: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. F.O.B. point(s): Open Enrollment Courses - Origin, freight prepaid and allowed, Contract Courses - Origin, freight prepaid and allowed with exceptions (to be negotiated).
- 13a. Ordering address: Same as contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address: Same as contractor
15. Warranty provision: N/A
16. Export packing charges: N/A
17. Terms and conditions of Government purchase card acceptance: Government Commercial Credit Cards will be acceptable for payments.
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Special attributes such as environmental attributes: N/A
- 24b. Section 508 Compliance for EIT: N/A
25. Data Universal Number System (DUNS) number: 019126486
26. Notification regarding registration in Central Contractor Registration (CCR) database: CCR Registered



COURSE PRICE LIST

DIVISION & COURSE #	COURSE DESCRIPTION & GSA SIN	CONTRACT CLASSES		OPEN ENROLLMENT CLASSES
		DELIVERY PRICE	PRICE/STUDENT OVER MIN/MAX	
DPR TNG10S	Disaster Canine Search Specialist SIN 426-2A	n/a	n/a	\$1,500
DPR TNG23R	Collapse Rescue Operations SIN 426-4F	n/a	n/a	\$2,000
DPR TNG23T	Structural Collapse Technician 2 SIN 426-4F	n/a	n/a	\$2,600
DPR TNG25S	Advanced Structural Collapse 3 SIN 426-4F	n/a	n/a	\$2,000
DPR TNG26S	Advanced Structural Collapse 4 SIN 426-4F	n/a	n/a	\$2,000
DPR TNG11S	Disaster Technical Search Specialist SIN 426-4F	n/a	n/a	\$1,500
DPR TNG80O	Swiftwater Rescue Operations SIN 426-4F	n/a	n/a	\$400
DPR TNG80U	Swiftwater Rescue Ops Upgrade SIN 426-4F	n/a	n/a	\$400
DPR TNG80Z	Swiftwater Rescue Technician SIN 426-4F	n/a	n/a	\$800
DPR TNG40S	Disaster Logistics Specialist SIN 426-4F	n/a	n/a	\$2,000
DPR TNG30S	Disaster Medical Specialist SIN 426-4F	n/a	n/a	\$2,400
ESTI HAZ 008	NFPA 472 HAZMAT Incident Commander SIN 426-4F	\$3,680 Min 10 students	\$368	n/a
ESTI HAZ013/ HAZ014	NFA 472 HazMat Awareness & Operations SIN 426-4F	\$5,200 Min 10 students	\$520	n/a
ESTI HAZ020	NFPA 472 HazMat Technician SIN 426-4F	\$7,316 Min 10 students	\$731	n/a
PS&S UXO 200	Unexploded Ordnance (UXO) Technician Level I SIN 426-6	n/a	n/a	\$7,995
PS&S UXO 203	Advanced Ordnance Recognition for Law Enforcement SIN 426-6	n/a	n/a	\$1,850
PS&S EOT215	Ordnance Recognition, Improvised Explosive Device Awareness (ORIEDA) SIN 426-6	n/a	n/a	\$295
PS&S EOT 228	Demining SIN 426-6	n/a	n/a	\$1,850
PS&S EOT 230	Explosives Foundations Course SIN 426-6	n/a	n/a	\$1,600

Note: Prices are Net (discount deducted). Travel and expenses associated with services performed at the end user's site are not included and will be invoiced on a separate line item.

TO REGISTER AS A GSA PARTICIPANT: PLEASE CONTACT THE TEEX DIVISION INDICATED FOR EACH COURSE.

DPR: 888-999-9775 ESTI: 866-878-8900 PS&S: 800-423-8433



COURSE PRICE LIST

DIVISION & COURSE #	COURSE DESCRIPTION & GSA SIN	CONTRACT CLASSES		OPEN ENROLLMENT CLASSES
		DELIVERY PRICE	PRICE/STUDENT OVER MIN/MAX	
PS&S EOT 239	Heavy Equipment Operator for Ordnance Workers SIN 426-6	n/a	n/a	\$2,300
PS&S LET515	Emergency Vehicle Operations Instructor SIN 426-6	\$6,000 Up to 10	\$600	n/a
PS&S LET520	Emergency Vehicle Operations SIN 426-6	\$3,500 Up to 10	\$350	n/a
PS&S LET555	Basic Special Weapons And Tactics (SWAT) Training SIN 426-6	\$5,000 Up to 10	\$5,000	n/a
PS&S LET565	Basic Instructor Development SIN 426-6	\$2,600 Up to 10	\$260	n/a
PS&S LET570	Radar Instructor Course SIN 426-6	\$2,600 Up to 10	\$260	n/a
PS&S LET575	Firearms Instructor SIN 426-6	\$3,750 Up to 10	\$375	n/a
PS&S LET576	Patrol Rifle Instructor SIN 426-6	\$4,000 Up to 10	\$400	n/a
PS&S LET578	Patrol Rifle Operator SIN 426-6	\$2,500 Up to 10	\$250	n/a
PS&S LET580	Field Training Officer SIN 426-6	\$2,100 Up to 10	\$210	n/a
PS&S LET585	First Line Supervisor SIN 426-6	\$2,100 Up to 10	\$210	n/a
PS&S LET620	PPCT Sexual Harassment and Rape Prevention (SHARP) SIN 426-6	\$2,100 Up to 10	\$210	n/a
PS&S LET645	PPCT Spontaneous Knife Defense Instructor SIN 426-6	\$2,500 Up to 10	\$250	n/a
PS&S LET635	PPCT Ground Avoidance Ground Escape (GAGE) Instructor SIN 426-6	\$2,500 Up to 10	\$250	n/a
PS&S LET650	PPCT Defensive Tactics Instructor SIN 426-6	\$4,000 Up to 10	\$400	n/a
PS&S LET660	PPCT Tactical Team Close Quarter Countermeasures SIN 426-6	\$4,000 Up to 10	\$400	n/a
PS&S LET700	Personal Defense Spray Instructor SIN 426-6	\$2,000 Up to 10	\$200	n/a
PS&S LET705	Reality Based Training Instructor SIN 426-6	\$4,000 Up to 10	\$400	n/a

Note: Prices are Net (discount deducted). Travel and expenses associated with services performed at the end user's site are not included and will be invoiced on a separate line item.

TO REGISTER AS A GSA PARTICIPANT: PLEASE CONTACT THE TEEX DIVISION INDICATED FOR EACH COURSE.

DPR: 888-999-9775 ESTI: 866-878-8900 PS&S: 800-423-8433



COURSE PRICE LIST

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DIVISION & COURSE #	COURSE DESCRIPTION & GSA SIN	CONTRACT CLASSES		OPEN ENROLLMENT CLASSES
		DELIVERY PRICE	PRICE/STUDENT OVER MIN/MAX	
PS&S AIR540	Intermediate Collision Investigation SIN 426-6	\$3,000 Up to 10	\$300	n/a
PS&S AIR545	Advanced Collision Investigation SIN 426-6	\$4,700 Up to 10	\$470	n/a
PS&S AIR550	Collision Reconstruction SIN 426-6	\$5,000 Up to 10	\$500	n/a
SER430	Spanish for Emergency Responders SIN 426-6	\$2,100 Up to 10	\$210	n/a
PS&S ADI210	Standardized Field Sobriety Testing Instructor SIN 426-6	\$6,000 Up to 10	\$600	n/a
PS&S FSA106	Crime Scene Investigation SIN 426-6	\$3,000 Up to 10	\$300	n/a
PS&S FSA105	Basic Criminal Investigation SIN 426-6	\$2,000 Up to 10	\$200	n/a
PS&S FSA103	Bloodstain Pattern Analysis SIN 426-6	\$5,000 Up to 10	\$500	n/a
PS&S FSA104	Latent Print Processing SIN 426-6	\$3,000 Up to 10	\$300	n/a
PS&S FSA101	Forensic Photography I SIN 426-6	\$3,000 Up to 10	\$300	n/a
PS&S FSA112	Forensic Photography II SIN 426-6	\$3,500 Up to 10	\$350	n/a
PS&S FSA110	Death Investigation SIN 426-6	\$3,000 Up to 10	\$300	n/a
PS&S FSA111	Courtroom Testimony SIN 426-6	\$3,000 Up to 10	\$300	n/a

Note: Prices are Net (discount deducted). Travel and expenses associated with services performed at the end user's site are not included and will be invoiced on a separate line item.

TO REGISTER AS A GSA PARTICIPANT: PLEASE CONTACT THE TEEX DIVISION INDICATED FOR EACH COURSE.

DPR: 888-999-9775 ESTI: 866-878-8900 PS&S: 800-423-8433

HOMELAND SECURITY FREEDOMPRO TRAINING PORTAL SOFTWARE

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LIST PRICE: \$189,000.00

GSA PRICE: \$98,000.00

INCLUDES:

- One Software License with up to 10 administrative user accounts
- Up to 10,000 student/responder accounts
- Registration of two custom domain names (.com/.org URLs)
- One custom header/footer graphic and color scheme
- One custom registration form
- Configuration and deployment
- Software testing
- 10 copies of Administrator User Guide
- One on-site administrator training session

DESCRIPTION:

The Training Portal Software was developed by the Texas Engineering Extension Service (TEEX) to assist with tracking and reporting on homeland security related training available for first responders. The system is already in use within the state of Texas, and is now being offered to other states, agencies, and organizations.

Because the system was developed with a homeland security preparedness office in mind, it contains a number of features that address the specific needs of this community. The system provides course calendars and descriptions, online registration forms and downloads, and an online transcript for first responders, elected officials, emergency managers, and other citizens to track their training records and certificates. It provides those interested in homeland security training opportunities with a one-stop-shop for reviewing different providers' catalogues and schedules and makes completing registration forms quick and easy.

For the system administrators, a wealth of admin tools facilitate the updating of the course catalog and descriptions, reviewing registration requests, approving user accounts and training requests, scheduling and publicizing events, and coordinating with local POCs and training coordinators. In addition, an ad-hoc reporting tool provides training-related statistics and student details, that can be filtered by discipline, region, course or date; each class listing also provides downloadable student rosters and contact information sheets.

This system was developed using the Microsoft .Net framework, with a SQL 2008 database back end. It will be hosted and maintained within the TEEX web server farm. In addition to development cost savings, on-going IT expenses will also be reduced, since no additional equipment or technical personnel are required.

KNOWLEDGE ENGINEERING

301 Tarrow, 5th Floor • College Station, TX 77840
Phone: 979-845-6710 • Toll-Free: 1-800-541-7149
Fax: 979-458-6727 • KE@teexmail.tamu.edu
<http://teex.org/TEDD/>

HOURLY LABOR RATES

SIN 426-4F

LABOR CATEGORY*	RATE
Program Director	\$ 102.53
Program Manager	\$ 98.64
Program Coordinator	\$ 77.45
Program Supervisor	\$ 75.77
Training Director	\$ 91.89
Project Manager /Training Manager	\$ 83.29
Project Specialist	\$ 51.84
Project Coordinator	\$ 56.83
Project Administrator	\$ 42.81
Sr. Administrative Coordinator	\$ 50.10
Administrative Coordinator	\$ 47.06
Observer/Controller (SME)	\$ 96.62
Technical Writer	\$ 50.04
Graphics Designer	\$ 41.07
Sr. Instructional Design Specialist	\$ 54.04
Instructional Design Specialist	\$ 48.46
TEEX Facilities Coordinator	\$ 64.28
TEEX Training Coordinator	\$ 71.02
TEEX Training Specialist	\$ 76.37
TEEX Associate Training Specialist	\$ 68.78
TEEX Instructor	\$ 59.74
Training Support Foreman	\$ 48.39
Sr. Training Support Technician	\$ 38.65
Training Support Technician	\$ 36.77
Sr. Customer Service Associate	\$ 43.74
Customer Service Associate	\$ 31.63

These Labor Rates give TEEX the ability to customize many courses and services. The following page briefly describes each of the TEEX Divisions and their capabilities. Please contact the appropriate division to discuss your specific needs.

** Labor Category descriptions begin on page 8.*

TEEX DIVISIONS

FIRE SERVICES (EMERGENCY SERVICES TRAINING INSTITUTE)

TEEX's Emergency Services Training Institute (ESTI) is known worldwide for its outstanding, hands-on training of emergency response personnel in municipal firefighting and rescue, industrial and marine firefighting, aircraft rescue and firefighting, hazardous materials, emergency medical services, and emergency management, as well as maritime safety training. Classes can be offered at a customer's location or at the renowned Brayton Fire Training Field, the largest live-fueled fire training facility in the world.

HOMELAND SECURITY SERVICES

National Emergency Response and Rescue Training Center (NERRTC) was established at TEEX in 1998 and funded by the U.S. Congress to improve the capabilities of emergency responders and local officials to respond to acts of terrorism, including those involving weapons of mass destruction (WMD). NERRTC is a member of the National Domestic Preparedness Consortium.

PUBLIC WORKS (INFRASTRUCTURE TRAINING & SAFETY INSTITUTE)

TEEX's Infrastructure Training & Safety Institute offers highly diverse training programs that serve and reach nearly all of the skill groups and departments found in local government, as well as state and federal government. Training is offered in construction, electric power, public works, transportation, water and wastewater, telecommunications, heavy equipment, building codes and other occupational areas. The division coordinates the Public Works Response Team and is home to the Frank M. Tejada Center for Excellence in Environmental Operations.

OSHA TRAINING INSTITUTE SOUTHWEST EDUCATION CENTER

Part of TEEX's Infrastructure Training & Safety Institute (ITSI), works with individuals and companies to maintain voluntary compliance with OSHA regulations to ensure workplace safety and health. Covering the five states of OSHA Region VI, the Southwest Education Center offers a wide variety of training programs, including the TEEX Certified Safety and Health Official Program as well as other professional and regulatory training courses.

PUBLIC SAFETY AND SECURITY

is one of the primary trainers for law enforcement officers within Texas and is the state's oldest continuing statewide law enforcement extension training agency. TEEX sponsors the Central Texas Police Academy and offers a wide variety of basic and advanced training to peace officers and private industry security professionals.

KNOWLEDGE ENGINEERING

provides expertise in technology commercialization, manufacturing and small business growth, economic development, technology assessment, community development, semiconductor training and professional development, and can assist organizations with Web applications, instructional design and E-learning.

DISASTER PREPAREDNESS AND RESPONSE

offers customized training to groups of emergency responders from across the nation and the world. The division offers all-hazards planning, training and exercises for jurisdictions, regions and states. Specialized training offered includes structural collapse technician, logistics specialist, search operations, swift water rescue and other position-specific training at the most comprehensive emergency response training facility in the world – Disaster City®. The full-scale, collapsible structures in Disaster City® can be customized to meet the needs of any group. The division is also home to Texas Task Force 1 and the state water strike team.

SCHEDULE 84 LABOR CATEGORY DESCRIPTIONS

PROGRAM DIRECTOR

The Program Director will be responsible for managing multiple or one significant program to include fiscal, budgeting, personnel management, program recommendations for personnel actions, business development/ program growth and expansion.

Education and Experience: Bachelor's degree from an accredited university or college. Eight years program management experience and five years of supervisory experience.

PROGRAM MANAGER

The Program Manager will be responsible for supervising and coordinating the administrative and financial operations. The Program will develop, implement, and maintain appropriate operational procedures concerning program administration. He / She will prepare, manage, and control the program budget and expenditures. The Program Manager may also be responsible for developing programs to meet customer needs.

Education and Experience: Bachelor's degree in related field / or combination of training and experience. Eight years program management and five years of supervisory experience with a bachelor's degree; sixteen years experience and five years supervisory experience with high school; twelve years experience and five years supervisory experience with associate's degree.

PROJECT COORDINATOR

The Project Coordinator will be responsible for coordinating the details of multiple projects. Duties include the follow up on status, compiling data, developing budgets and preparing written reports. Collects and analyzes data and presents results to senior administrator.

Education and Experience: Bachelor's degree from an accredited university or college. Division may accept equivalent combination of training and experience. Three years experience in project management.

Equivalency: Eleven years of experience in project management with a high school diploma or GED. Seven years of experience with an associate's degree.

PROGRAM SUPERVISOR

The Program Supervisor will supervise program coordinators and instructional staff and coordinate program schedules. He /She will develop and implement operational guidelines. The Program Supervisor will assist in managing and controlling program expenditure. The Program Supervisor may also teach specified courses when needed.

Education and Experience: Bachelor's degree or equivalent combination of training and experience. Six years program coordination experience with two years supervisory experience and bachelor's degree; fourteen years experience and two years supervisory with high school diploma; ten years experience with Associate's degree.

TRAINING DIRECTOR

The Training Director will be responsible for managing training programs (s) to include budgeting, personnel management, personnel recommendations, business development/sales for their program (s). Responsible for quality control of the training classes. Develops operational guidelines.

Education and Experience: Bachelor's degree from an accredited university or college. Six years program management experience and three years supervisory experience.

PROJECT MANAGER/TRAINING MANAGER

The Project Manager will be responsible for planning and managing activities of designated projects. The Project Manager will plan and analyze assigned projects, establish schedules and project parameters, and set procedures to accomplish objectives. He/she will ensure project goals and objectives are accomplished within prescribed time frame and funding parameters. The Project Manager will evaluate complex problems and develop alternative strategies to enhance project completion. The Project Manager will also assign tasks and provide guidance to personnel involved in the project

Education and Experience: Bachelor's degree from an accredited university or college. Division may accept equivalent combination of training and experience. Four years project management experience and one year supervisory experience (if supervising).

Equivalency: 12 years project management experience with a high school diploma or GED, Eight years of experience with an associate's degree.

PROJECT SPECIALIST

The Project Specialist will participate in the development, planning, and implementation of a specialized project within a larger program. The Project Specialist will maintain records, reports, and documentation to use in project evaluation. He/she will develop and implement project goals and objectives. The Project Specialists will serve as the liaison to entities associated with the project. The Project Specialist will also ensure timely and successful delivery of the project.

Education and Experience: Bachelor's degree from an accredited university or college. Division may accept equivalent combination of training and experience. One year experience in project management.
Equivalency: Nine years of project management experience with a high school diploma or GED; five years experience with an associate's degree.

PROJECT COORDINATOR

The Project Coordinator will be responsible for coordinating the details of multiple projects. Duties include the follow up on status, compiling data, developing budgets and preparing written reports. Collects and analyzes data and presents results to senior administrator.

Education and Experience: Bachelor's degree from an accredited university or college. Division may accept equivalent combination of training and experience. Three years experience in project management. Equivalency: Eleven years of experience in project management with a high school diploma or GED. Seven years of experience with an associate's degree.

PROJECT ADMINISTRATOR

The project administrator will provide administrative support for a specific and defined project or grant. Provides professional-level administrative support to staff responsible for administering or fulfilling the agreement and works closely with the provider to ensure metrics are provided accurately and timely.

Education and Experience: Bachelor's degree from an accredited university or college. Division may accept equivalent combination of training and experience. One year administrative experience.

Equivalency: Nine years of administrative experience with a high school diploma or GED. Five years of experience with an associate's degree.

SR. ADMINISTRATIVE COORDINATOR

The Senior Administrative Coordinator will coordinate administrative support for a specified division or specialized activity. The Senior Administrative Coordinator will analyze and develop administrative support operations, methods, and procedures to maintain the flow of work and desirable levels of productivity. He/she will serve as the primary information resource on office support methods and process. The Senior Administrative Coordinator will also supervise other office support staff.

Education and Experience: Bachelor's degree from an accredited university or college.

ADMINISTRATIVE COORDINATOR

The Administrative Coordinator will be responsible for the administrative planning and coordination of activities, programs, and special projects within the division. The Administration Coordinator will coordinate the workflow and monitor the status of special projects. He/she will serve as the primary information resource for internal and external clients. The Administrative Coordinator will also assist in establishing and maintaining goals and objectives for the division.

Education and Experience: Bachelor's degree from an accredited university or college.

OBSERVER/CONTROLLER (SUBJECT MATTER EXPERT)

The Observer/Controller (Subject Matter Expert) uses expertise gained through direct experience to assist in Exercise and scenario development/design. The OC will also assist with the preparation of After Action Reviews (AAR) and Reports, exercise scenario development, course development/revisions, and provide expertise in designated discipline.

Education and Experience: Bachelor's degree from an accredited university or college preferred, High School/GED required. Experience in any combination of the following: technical local, state, or federal emergency response discipline from law enforcement, fire, hazmat, EMS, health care and/or public health, public works, medical, military, emergency management, public information discipline, government administration, public safety communication.

TECHNICAL WRITER

The Technical Writer is responsible for developing writing, and editing material for a specific project. The Technical Writer works closely with subject matter experts, instructional design specialists, and graphic artists to gain an understanding of the project or procedure and to ensure consistency between all related documentation. He/she utilizes their professional-level formatting skills to reorganize and simplify complex documents for the target audience. The Technical Writer also assists in laying out material for publication.

Education and Experience: Bachelor's degree in technical writing, English, or a closely related field. One year technical writing or editing experience. (Experience may include college coursework).

GRAPHICS DESIGNER

The Graphics Designer will be responsible for conceptualizing and formulating the design and development of professional-level graphics. The Graphics designer will arrange graphics layouts based upon available space, knowledge of layout principles, and esthetic design concepts. The Graphics Designer will create illustrations, charts, and other graphics to meet agency needs.

Education and Experience: Bachelor's degree in closely related field and one year experience in graphic design.

SR. INSTRUCTIONAL DESIGN SPECIALIST

The Senior Instructional Design Specialist will be responsible for planning, managing, and monitoring numerous instructional design projects. The Senior Instructional Design Specialist will select, modify, or create a curriculum based on needs assessment. He/she will utilize their knowledge of adult learning theories, multiple learning styles, and instructional design principles to maximize learner success and ensure overall effectiveness of the training program. The Senior Instructional Design Specialist will also meet with subject matter experts and technical writers to establish training needs, prepare learning objectives, and define and sequence course content.

*Education and Experience: Bachelor's degree from an accredited university or college.
Three years experience in instructional / curriculum design. Prefer experience in adult education.*

INSTRUCTIONAL DESIGN SPECIALIST

The Instructional Design Specialist will be responsible for designing and managing a training development process. The Instructional Design Specialist will work with subject matter experts and technical writers to establish training needs, prepare learning objectives, and define and sequence course content. He/she will utilize their knowledge of adult learning theories, multiple learning styles, and instructional design principles to maximize learner success and ensure overall effectiveness of the training program. The Instructional Design Specialist will also review and modify existing programs to meet changing needs and objectives.

Education and Experience: Bachelor's degree from an accredited university or college.

One year experience in instructional/curriculum design. Prefer experience in adult education.

TEEX FACILITIES COORDINATOR

The Facilities Coordinator will ensure the facility is maintained in a manner consistent with the need for successful support of facility employees, office tenants, visiting instructors and students. All efforts must be conducted in a manner that contributes to the positive image and reputation of the Agency. The Facilities Coordinator must have the ability to successfully coordinate requests for and support of classes and courses scheduled at the facility, resolve schedule classrooms and laboratories.

Education/Experience/Licenses (required): High School/GED / One year of successful supervisory and building management experience / Valid Driver's License.

Education and Experience: Bachelor's in Management or related field / Five years of successful supervisory and building management experience.

TEEX TRAINING COORDINATOR

The Training Coordinator is responsible for scheduling and coordinating training dates and matching appropriate instructors to scheduled classes. In addition, the training coordinator is responsible for logistics which may include ordering materials, shipping/or ensuring the shipping of training materials to class locations, locating places where classes can be held, shipping equipment.

Education and Experience: Bachelor's degree from an accredited university or college.

Division may accept equivalent combination of training and experience. Two years project management experience (logistics and planning).

Equivalency: 10 years of project management experience with a high school diploma or GED; six years project management experience with an associate's degree.

TEEX TRAINING SPECIALIST

The Training Specialist will be responsible for training various courses within a specified program. The Training Specialist will utilize his/her knowledge of adult learning theories and learning styles to maximize learner success and ensure overall effectiveness of the course instruction. He/she will use a variety of media to present course material. The Training Specialist will also modify course curriculum, when necessary, to meet learner needs.

Education and Experience: High School Diploma / GED or Bachelor's degree as determined by the division. 4 years as a TEEX Associate Training Specialist. Division Director may approve less years of experience with documentation stating the recommendation.

TEEX ASSOCIATE TRAINING SPECIALIST

The Associate Training Specialist will be responsible for training various courses within a specified program. The Associate Training Specialist will utilize his/her knowledge of adult learning theories and learning styles to maximize learner success and ensure overall effectiveness of the course instruction. He/she will use a variety of media to present course material. The Associate Training Specialist will also modify course curriculum, when necessary, to meet learner needs.

Education and Experience: High School Diploma / GED or Bachelor's Degree as determined by the division. 6 months as a TEEX Instructor.

TEEX INSTRUCTOR

The Instructor will be responsible for training various courses within a specified program. The Instructor will utilize his/her knowledge of adult learning theories and learning styles to maximize learner success and ensure overall effectiveness of the course instruction. He/she will use a variety of media to present course material. The Instructor will also modify course curriculum, when necessary, to meet learner needs.

Education and Experience: High School Diploma / GED or Bachelor's Degree as determined by the division. Must have experience (years specified by the division) related to discipline/area of expertise required. One year of experience in training adults.

TRAINING SUPPORT FOREMAN

Supervise training support technicians and oversee work assignments. Assign work schedules, evaluate employees, make recommendations to hire employees, assist manager in the discipline process. Controls and maintains accurate inventory, orders equipment and consumables. Assist Instructional Staff with training support as needed.

Education and Experience: Required - High School/GED. Preferred - Associate's degree. Required - Three years supervisory/team leader experience; 5 years experience boat and motor maintenance. Preferred - Supervisory experience and emergency services experience in survival swimming, oil spill response, fire fighting, rescue, or Hazmat. Water survival and safety training instructor experience.

SR. TRAINING SUPPORT TECHNICIAN

Responsible for basic maintenance, preventative maintenance and minor repairs to training props in assigned area, support of instructional staff for class deliveries, and acting as a safety observer during hands on field training sessions. Responsible for assisting supervisor with all consumable management, repair of specialized training equipment, assisting instructional staff in hands on and class deliveries. Serve in role of Team leader within group.

Education and Experience: Required - High School/ED. Preferred - Associate's degree. Required - Three years as a training support technician - or closely related position. Preferred - Emergency services experience in firefighting, rescue, or hazmat.

TRAINING SUPPORT TECHNICIAN

Responsible for preventative maintenance and minor repairs to training props in assigned area, support of Instructional staff for class deliveries, and acting as safety observer during hands on field training sessions.

Education and Experience: Required- High School/GED; Preferred - Associate's degree. Required - One year mechanical related experience. Preferred - Emergency services experience in fire fighting, rescue, or Hazmat.

SR. CUSTOMER SERVICE ASSOCIATE

Supervises daily service area activities and provides customer support to a service area.

Serves as an information resource for the unit; ensures adherence to policies and procedures within the unit and assists in the development of office procedures; oversees records management; makes recommendations for process improvement or administrative changes; oversees service delivery for unit; resolves complex customer problems and complaints; adds, verifies, retrieves and changes customer or order information and conducts periodic audits for accuracy; compiles data to prepare correspondence, forms, reports or other documents; trains others on use of SMS data system; performs related duties as required.

Education and Experience: Required - High School/GED. Seven years in general office or clerical work.

CUSTOMER SERVICE ASSOCIATE

Supervises daily service area activities and provides customer support to a service area.

Provides training and advice to other support personnel; serves as an information resource for the unit; ensures adherence to policies and procedures within the unit and assists in the development of office procedures; oversees records management; makes recommendations for process improvement or administrative changes; oversees service delivery for unit; resolves customer problems and complaints; adds, verifies, retrieves, and changes customer or order information and conducts periodic audits for accuracy; compiles data to prepare correspondence, forms, reports, or other documents; performs related duties as required.

Education and Experience: Required - High School/GED. Five years in general office or clerical work.